DOCUMENT RESUME

ED 422 500 CE 077 026

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TITLE	Career Development by Design.
ISBN	ISBN-0-13-527383-8
PUB DATE	1998-00-00
NOTE	316p.
AVAILABLE FROM	Prentice-Hall, Inc., Upper Saddle River, NJ 07458; toll-free phone: 800-643-5506; World Wide Web: http://www.prenhall.com ($38.60).
PUB TYPE	Books (010) -- Guides - Non-Classroom (055)
EDRS PRICE	Document Not Available from EDRS.
DESCRIPTORS	Adult Education; Burnout; *Career Development; Career Education; Career Exploration; *Employment Interviews; Goal Orientation; *Individual Development; Interpersonal Communication; *Interpersonal Competence; Interpersonal Relationship; Job Application; Job Satisfaction; *Job Search Methods; Learning Activities; Postsecondary Education; *Resumes (Personal); Self Efficacy; Social Discrimination; Stress Management; Time Management; Work Environment

ABSTRACT

This book is intended to guide the reader in the process of designing his or her career and achieving it. Chapter 1 begins with a look at self: developing areas of self, personality type, self-concept, and self-efficacy, making positive personality changes, sharpening basic skills, and evaluating career potential. Chapter 2 explores developing positive interactions and relationships with others through: open-mindedness, assertiveness, and communication. Chapter 3 examines getting what one wants: seeking career and job satisfaction, achieving goals, researching careers, jobs, and employers, and planning and conducting a job search. Chapter 4 covers career writing: developing a resume, writing a cover letter, writing other letters, and filling out a job application. Chapter 5 focuses on the job interview: preparing for an interview and selling oneself during the interview. Chapter 6 addresses one's career path: rejecting of an offer, negotiating and accepting of an offer, beginning a new job, making contacts, handling evaluations, continuing to learn, advancing in one's career, changing careers and jobs, owning one's own business, and ending one's career. Chapter 7 explores relationships in the work environment: promoting positive relations, managing conflict effectively, dealing with difficult people, and forgiving and moving on. Chapter 8 discusses challenges in the workplace: discrimination, sexual harassment, family issues, time management, burnout, and stress. Each chapter concludes with lists of key points and recommended reading. (Contains 151 references, activities for each chapter, and an index.) (YLB)

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